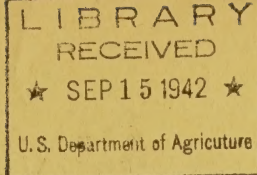


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Cotton 608- Part III, ECR

Issued July 13, 1942

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Agency

COUNTY OFFICE PROCEDURE FOR HANDLING 1942-43 GIN REPORTS

1. Receipt of gin reports:

A. The treasurer of the county committee will receive from each ginner in the county form Cotton 615-A, together with either

(1) A legible copy of the ginner's ticket which has been approved by the AAA, or

(2) Form Cotton 615, covering in either case

(a) Each bale ginned for producer(s):

(b) Each bale ginned from cotton acquired in the seed from producer(s) either by the ginner or by other buyer(s);

(c) Each lot of seed cotton or loose lint acquired by the ginner from the producer(s); and

(d) Forms Cotton 615 covering each lot of seed cotton acquired from producer(s) by other seed cotton buyer(s) and turned over to the ginner by such other buyer(s) of seed cotton from producer(s).

B. The ginner's report will be submitted semi-monthly. The report covering (1) cotton ginned and (2) seed cotton acquired during the first 15 days of the month shall be submitted not later than the 20th day of the month. The report covering (1) cotton ginned and (2) seed cotton acquired during the remainder of the month shall be submitted not later than the 5th day of the next month. If the ginner submits both copies of form Cotton 615-A, the treasurer will initial and date the copy and return it to the ginner.

2. Audit and handling of gin reports;:

A. The county office will count the tickets and forms Cotton 615 accompanying form Cotton 615-A to determine that the numbers in each of the four groups are correctly recorded by the ginner in Part I of form Cotton 615-A. In this process the tickets and forms Cotton 615 will be divided into the four groups (and an extra group to be called the "Suspense" group if any tickets or forms Cotton 615 cannot be allocated to any of the four groups). Discrepancies in the numbers of tickets

and forms Cotton 615 recorded by the ginner in Part I of form Cotton 615-A and all other discrepancies shall be immediately corrected to the extent possible, through contact with the ginner if necessary. The county office will see that the County Code and Gin Code Number have been entered on each form Cotton 615 executed by the ginner.

B. The ginner's report will be summarized in Part II of form Cotton 615-A as follows:

- (1) The gin code number and the gin report number will be entered in the spaces provided.
- (2) Line 4: The group of tickets or forms Cotton 615 properly recorded in item 2 of Part I of form Cotton 615-A will be summarized and entered in line 4 as follows: the number of bales will be determined and entered in the appropriate columns A through D; the total gross weight of all the bales in column E; and the net weight in column G. These tickets and forms Cotton 615 will then be stapled together to the top of the form Cotton 615-A. Columns H and I will not be used.
- (3) The tickets and forms Cotton 615 properly recorded in items 1, 3, and 4 of Part I of form Cotton 615-A will then be summarized and entered in lines 1, 2, and 3 as follows:
 - (a) The two groups of tickets or forms Cotton 615 in items 3 and 4 of Part I of form Cotton 615-A will be put together into one group;
 - (b) The tickets and forms Cotton 615 in each of the two groups ((1) those in item 1 of Part I of form Cotton 615-A, and (2) those in items 3 and 4 of Part I of form Cotton 615-A, respectively) will then be divided and stapled together by farms (and fastened together by counties in the case of cotton produced in other county(ies));
 - (c) Line 3: the number of bales ginned for producers in the county will be determined and entered in appropriate columns A through D; the gross weight of cotton in column E; the weight of bagging and ties in column F; and the net weight in column G. The estimated (or known) amount of lint in seed cotton bought from producers in the county will then be determined and entered in column H; and the total net weight ($G + H$) entered in column I.
 - (d) Line 2: the procedure under (c) will then be followed with respect to cotton produced in other counties and the results entered in line 2.
 - (e) Line 1: Lines 2 and 3 will be added and entered in line 1.

- (f) Line 5; the summary of tickets and forms Cotton 615 in the "Suspense" group will be entered in line 5.
- (4) The tickets and forms Cotton 615 which cover cotton produced in the county will then be filed in the appropriate farm folders.
- (5) The form Cotton 615-A will be filed in a folder for the gin.
- (6) The tickets and forms Cotton 615, if any, which could not be allocated to any of the four groups (and which were, therefore, placed in the 'suspense group) will then be placed in a single "suspense" folder for the county.

3. Execution and handling of form Cotton 557:

A. The tickets and forms Cotton 615 covering cotton produced in other counties will be sent with the original and the green copy of form Cotton 557 to each other such respective county. Form Cotton 557 will be prepared as follows:

- (1) The top part of the form will be prepared as indicated in the form. The balance period dates to be entered will be the semi-monthly period succeeding the period covered by the gin reports. The transmittal numbers of forms Cotton 557 will begin with (1) for each other county and run in sequence.
- (2) The tickets and forms Cotton 615 for each gin which reported cotton for the other county during the semi-monthly period just ended will be summarized on one line of Part I of form Cotton 557. The code number(s) of the gin(s) and the gin report number(s) will be entered in column A. The totals of the entries for all such gins will be entered on the total line.
- (a) If any tickets or forms Cotton 615 which were placed in the suspense folder during a previous balance period are removed from the suspense folder to be sent to another county, such tickets or forms Cotton 615 will be summarized on a separate line of Part I of the form Cotton 557 which is being prepared. In such a case the symbol "Sus" for Suspense should be entered in Column A of form Cotton 557. See paragraph 5 herein-after.
- (3) Enter in Part II the totals for tickets and forms Cotton 615 which were returned to the original sending county by the other county during the previous balance period because they could not be allocated to farms in such other county. Such tickets and forms Cotton 615 will have been recorded by the other county in the spaces provided in Part B on the back of the green copy of form Cotton 557 and returned with such green copy to the original sending county. All of the tickets and forms Cotton 615 which are returned and which have been re-

corded in Part B on the back of the green copy of form Cotton 557 will be recorded by the receiving county in red in one line on the original form Cotton 557, which is to be retained, so that, when the next form Cotton 557 is received from the original sending county, the county which returned the tickets and forms Cotton 557 may verify that the original sending county has cancelled them in Part II of such next form Cotton 557 prepared for the other county. These red entries will be disregarded in the preparation of form Cotton 566.

- (4) Enter in Part III the cumulative totals from Part IV of the last form Cotton 557 sent to the other county.
- (5) Enter in Part IV the result of Part I minus Part II plus Part III.
- (6) Part V will not be used.
- (7) The bale numbers of the gin tickets and forms Cotton 615 being transmitted to the other county will be entered on the back of the green copy of form Cotton 557 in the spaces provided in Part A. In case the ticket or form Cotton 615 does not cover a bale, but covers either cotton bought in the seed or loose lint bought from producer(s), the symbol consisting of the letter "S" followed by the number of pounds of lint cotton (thus "S-400") will be entered in lieu of bale number.

B. The receiving county will verify the figures on form Cotton 557, place the tickets and forms Cotton 615 received from the sending county in the appropriate farm folders, sign the green copy of Cotton 557 in the space provided, and return it immediately to the sending county.

- (1) Any tickets or forms Cotton 615 which accompanied form Cotton 557 and which cannot be allocated to farms will be recorded in the spaces provided in Part B on the back of the green copy of such form Cotton 557 and returned with the green copy of such form Cotton 557 immediately to the sending county.
- (2) The original sending county to which the tickets or forms Cotton 615 are returned by the other county will verify the figures on the back of the green copy of form Cotton 557, and put such tickets or forms Cotton 615 in the suspense folder.

C. Original forms Cotton 557 will be filed by counties. Copies of forms Cotton 557 will be filed by counties.

4. Preparation and disposition of form Cotton 566:

- A. At the end of each balance period the county office will prepare form Cotton 566, send the yellow and pink copies to the State Office, and file the original copy in the county office.

B. Execution of form Cotton 566:

- (1) The top of the form will be executed as indicated on the form.
- (2) Part I will be the cumulative total of line 1 of Part II of all forms Cotton 615-A, plus the totals of Parts A, C, and F of the Transfer Sheet for the immediately preceding balance period, and minus the totals of Parts D, G, and H of the Transfer Sheet for the immediately preceding balance period.
- (3) Part II will be Part IV of the last form Cotton 557 sent to each other county. One line will be used for each such other county, and the State and County Codes of such counties will be entered in columns A and B.
- (4) Part III will be the Part IV of the last form Cotton 557 received from each other county. One line will be used for each such other county and the State and County Codes of such other counties will be entered in Columns A and B.
- (5) Part IV will be Part I minus Part II plus Part III.
- (6) Part V will be the cumulative totals of line 4 of Part II of all forms Cotton 615-A, plus Parts B and G of the Transfer Sheet for the immediately preceding balance period and minus Parts E and F of the Transfer Sheet for the immediately preceding balance period. Columns J and K of Part V will not be executed.
- (7) Part VI will be executed in items 1, 2, 3, and 5. Items 4 and 6 will not be used. Item 5 of the first form Cotton 566 executed should equal the totals of lines 5, Column I, of all forms Cotton 615-A which have been executed. Item 5 of each subsequent form Cotton 566 should equal item 5 of the last form Cotton 566 executed, plus the totals of Parts D, E, and H of the Transfer Sheet for the immediately preceding balance period, plus the totals of lines 5, Column I, of Part II of the current forms Cotton 615-A, and minus the totals of Parts A, B, and C of the Transfer Sheet for the immediately preceding balance period.

5. Execution of Transfer Sheet:

- A. A transfer sheet will be prepared for each balance period. Tickets and forms Cotton 615 which are allocated to the wrong folder will be transferred to the proper folder as they are identified, and a record of such transfer(s) will be made currently on the transfer sheet.
- B. The transfer(s) will be recorded in Parts A through H depending on the nature of the transfer(s).
- C. No record will be made of transfers between farm folders in the county.

- D. Tickets and forms Cotton 615 returned from other counties and recorded in Part B on the back of the green copy of form Cotton 557 will always be recorded in part H.
 - E. Tickets and forms Cotton 615 which were allocated either to farm folders or to folders for cotton ginned for persons other than producers and which are found to belong in other counties shall be recorded in Part D or E, respectively, of the Transfer Sheet, then recorded in Part C, and sent to the other counties on form Cotton 557 as heretofore explained.
6. Special instructions to County Committee:
- A. The County Committee shall timely and properly instruct ginner and seed cotton buyers.
 - B. The County Committee shall distribute properly forms Cotton 615 and 615-A.
 - C. The County Committee shall see to it that proper reports are timely submitted.
 - D. The County Committee shall reimburse ginner for postage in mailing gin reports to the county office in accordance with established procedure.
 - E. If extracts on forms Cotton 616 or 626 are received, the County Committee shall have copies of form Cotton 615 prepared for such cotton and handle such copies in the manner outlined above.

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